

**MINUTES OF THE GENERAL MEETING  
OF THE BIGFORK COUNTY  
WATER AND SEWER DISTRICT**

The General meeting of the Bigfork County Water and Sewer District was held on December 11, 2020 at the District office. President Lloyd Ross presided.

**ATTENDEES:**

*Directors:* Gene Helberg, Tom Cahill, Lloyd Ross (via zoom), Bob Keenan, Seth Price (via zoom)

*District Employees:* Julie Spencer, Mimi Wildeman, Sergio Lopez

*Engineering:* Jeff Cicon P.E, Morrison Maierle (via zoom)

*Public:* None

**Pledge of Allegiance**

**READ AND APPROVE MINUTES:**

The minutes of the November 13, 2020 General Board Meeting were reviewed for approval. Keenan made a motion to approve the minutes, Cahill seconded, and it was unanimously.

*RESOLVED*, That the minutes of the November Board Meeting be approved

**CONSENT AGENDA**

Ross asked for discussion, no further discussion. Keenan made a motion to approve, Cahill seconded, it was unanimously.

*RESOLVED*, That the Consent Agenda be approved

**READ AND APPROVE AGENDA**

Ross asked for discussion, Keenan made a motion to approve the Agenda, Cahill seconded, it was unanimously.

*RESOLVED*, That the Agenda be approved

**OLD BUSINESS**

**Operations Report-** Ross asked for discussion. Lopez informed the Board on the November events. Lopez explained the need to start replacing the older MBR Cartridges and the cost associated with them, after discussion Helberg made a motion to approve the purchase of one third of the cartridges this winter, then spring and next fall and approve the Operators Report, Keenan seconded, and it was unanimously.

*RESOLVED*, That the purchase of one third of the cartridges this winter, then spring and next fall and approve the Operators Report approved as submitted

There was also discussion on the purchase of a 2009 Used Vac Truck and the need for one, Cahill

stated that the cost savings, and the ability for us to clean mains that have never been done outweigh the price on the truck. Helberg made a motion to authorize the Operators to travel and inspect the truck, he also added that if it is what they want to give them the authority to purchase with a down payment, Cahill seconded, and it was unanimously.

*RESOLVED*, That authorization of the Operators to travel and inspect the truck, he also added that if it is what they want to give them the authority to purchase with a down payment approved as submitted

### *Engineering update, Jeff Cicon*

#### **Water System**

- **Task Order #37: Water Tank and Transmission Line Project:**

- The Standpipe Tank has been cleaned, disinfected, and bacteriological samples passed. There are a few paint touch-ups that will need to be completed in the spring due to weather. In addition, we have not received all the closeout paperwork required by contract (certified payroll, contractors release, subcontractor release, and surety's consent). Contract days expired on December 6, 2020.
- Maguire Iron, Inc. has submitted Application for Payment #1 for the Standpipe Rehabilitation Project. Morrison-Maierle has reviewed the application and determined it to be complete. However, the Contractor has not submitted the required closeout documentation, nor have they completed the punch list items. As such, Morrison-Maierle recommends the District withhold 5% retainage (\$12,627.50) until they submit the required paperwork and 2% retainage (\$5,051.00) until they complete the remaining punch list items in the spring. We also recommend the District withholds any payment until the Contractor supplies Certified Payroll.

**Board Action Item:** *Payment Application #1 to Maguire Iron, Inc. The Board has the following Options:*

1. *Approve Payment Application #1 in the amount of \$239,922.50, subject to the Contractor providing Certified Payroll for the project.*
2. *Other as recommended by the Board.*

After discussion was had Helberg made a motion to approve the Payment in the amount of \$239,922.50 subject to the Contractor providing the Certified Payroll and withholding 5% retainage for repairs that need to be completed, Keenan seconded, and it was unanimously.

*RESOLVED*, That the Payment in the amount of \$239,922.50 subject to the Contractor providing the Certified Payroll and withholding 5% retainage for repairs that need to be completed approved as submitted

- Design on the new storage tank continues. We are waiting for updated design information from Terracon Geotechnical before the design can be finalized. Terracon has indicated they will have the information we need this week.
- We had a Teams meeting on November 24 with the District staff to review the new tank operational plan and 75% drawings. The main points of discussion were the inlet/outlet configuration, access points, site security, and electrical design.

## **Wastewater System**

- **Task Order #36: Bay Sewer Replacement Project**

- Bond Council is working on impacts to rates, if any, with the revised budget. These impacts will be communicated to the board once they become available. (Budget has been submitted)
- The Contract with LHC, Inc., has been executed and we are starting to review submittals. The lift station and generator have the longest lead time so submittals for these two have been reviewed and approved.
- LHC, Inc. has submitted Application for Payment #1 to cover the cost of their bonding and insurance. Morrison-Maierle has reviewed the application and determined it to be correct and complete.

**Board Action Item:** *Payment Application #1 to LHC, Inc. The Board has the following Options:*

1. *Approve Payment Application #1 in the amount of \$24,774.10.*
2. *Other as recommended by the Board.*

After discussion, Keenan made a motion to approve payment Application #1 in the amount of \$24,774.10, Cahill seconded, and it was unanimously.

*RESOLVED*, That the payment Application #1 in the amount of \$24,774.10 approved as submitted

- The scope of the original task order included 150 calendar days for Construction Administration and RPR. During bidding, it was determined that additional construction days would be necessary to keep prospective bidders interested in the project and not build damages into their bid. As such, Addendum #2 added an additional 60 contract days, bringing the total to from 150 to 210. Therefore, additional construction administration and RPR time will be necessary.

**Board Action Item:** *Amendment #2 for Construction Administration and RPR for an additional 60 construction days. The Board has the following options:*

1. *Approve Amendment #2 to Task Order 36 in the amount of \$87,500.*
2. *Other as recommended by the Board.*

After discussion, Keenan made a motion to approve Amendment #2 to Task Order 36 in the in the amount of \$87,500.00, Cahill seconded, and it was unanimously.

*RESOLVED*, That the Amendment #2 to Task Order 36 in the in the amount of \$87,500.00 approved as submitted

## **Development Review**

- The Settlement Subdivision – APEC Engineering has indicating they are near approval from MDEQ.
- Saddlehorn No. 11 – No update.
- Blenn Street Water and Sewer Extension – No update.

## **NEW BUSINESS-**

## **COMMITTEE REPORTS**

*Annexation, Main Extensions & Construction ..... Helberg & Cahill*

- Account 1799-00 and 1800-00 informational update on progress
- Ranch Contract- Schedule a ZOOM meeting with their Board and Operator in January 2021
- Woods Bay Agreement Update- Changing to a Regional Authority- will work with committee on wording and Woods Bay Board.

*Purchase of Additional CD Investment –..... Price & Ross*

- FDIC Investments- none

*Employee Insurance, Compensation & Certification & Safety ..... Helberg & Keenan*

- Review of Employee Handbook – ongoing

*Pretreatment Regulations ..... Cahill & Price*

- Committee needs to meet in January to reevaluate permit

*Budget & Rate Structure ..... Helberg & Ross*

- *Asset Replacement Valuations*- Cahill stated that we need to set up an account to fund the replacement of vehicles due to the fact we still have incredibly old trucks.
- *Membrane Replacement*- discussed in Operators Report
- *Review of 2020-2021 Budget*- after discussion Helberg made a motion to approve the 2020-2021 Budget, Keenan seconded, and it was unanimously.

*RESOLVED*, That the 2020-2021 Budget be approved as submitted

- *Rules & Regulations ..... Cahill & Price*
- *Rules and Regulations* - ongoing
- The Ranch Board and Bigfork Water and Sewer will need to develop a new contract that will include maintenance, water usage, operations, and cost sharing of these shared assets

*Farmland..... Helberg, Cahill*

- Helberg asked if the Board would consider adding the old semi and trailer to surplus? After discussion was had Helberg made a motion to approve the 1989 Freightliner and 2001 Acro trailer to surplus, Keenan seconded, and it was unanimously.

*RESOLVED*, That the 1989 Freightliner and 2001 Acro trailer to surplus approved as submitted

- Helberg stated we are still waiting on the New Castle to give us a quote on moving the electric control panel.
- Montana Tech would like to try a deeper well at the farm possibly 1600 feet or deeper the committee will meet with our Farmer in January.

## **COMMUNICATIONS**

**None**

## ***ADJOURNMENT***

Ross called for a motion to adjourn. Keenan moved, Cahill seconded, and it was unanimously  
RESOLVED that the public meeting be adjourned at 2:00 p.m.

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Secretary, Mimi Wildeman

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Minutes approved by:

President Lloyd Ross